

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ
МІСЬКОГО ГОСПОДАРСТВА імені О. М. БЕКЕТОВА

МЕТОДИЧНІ РЕКОМЕНДАЦІЇ
до виконання контрольної та організації самостійної роботи
з навчальної дисципліни
«ІНОЗЕМНА МОВА»
(англійська мова)

*(для студентів I курсу заочної форми навчання
всіх спеціальностей)*

Харків
ХНУМГ ім. О. М. Бекетова
2018

Методичні рекомендації до виконання контрольної та організації самостійної роботи з навчальної дисципліни «Іноземна мова» (для студентів 1 курсу заочної форми навчання всіх спеціальностей) / Харків. нац. ун-т міськ. госп-ва ім. О. М. Бекетова ; уклад. С. А. Бучковська. – Харків : ХНУМГ ім. О. М. Бекетова, 2018. – 38 с.

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Зміст

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Методичні рекомендації для студентів щодо виконання контрольних завдань та оформлення контрольних робіт.

Перед тим як виконувати контрольну роботу студенту необхідно докладно вивчити граматичний матеріал, для чого надається список рекомендованої літератури з граматики англійської мови. Перекладаючи текст, слід користуватися англо-українським словником.

Роботи студентів повинні відповідати наступним вимогам:

- а) перша сторінка зошита залишається вільною для рецензії викладача. У зошиті повинні бути поля для зауважень та рекомендацій рецензентів;
- б) вся контрольна робота виконується в зошиті в *лінію*;
- в) завдання (Tasks) переписуються в зошит; завдання (Tasks) перекладати рідною мовою не потрібно;
- г) матеріал контрольної роботи слід розміщати у зошиті за наступним зразком:

(текст на англійській мові)	(текст на рідній мові)	Поля

- д) виконуючи лексико-граматичні завдання кожне речення потрібно переписувати у зошит та перекладати на рідну мову;
- е) перекладаючи *текст* з англійської мови на рідну, кожне речення слід писати з *нового рядка*: речення на англійській мові – з лівої сторони, а переклад – з правої сторони сторінки зошита;
- ж) скорочення слів при перекладі на рідну мову не допустимі.

Перевірена контрольна робота повинна бути виправлена студентом згідно з вказівками рецензента, а недостатньо засвоєні теми семестру слід проробити додатково перед усним заліком.

Якщо контрольна робота виконана без дотримання вказівок чи не повністю, вона повертається студенту без перевірки.

Номер варіанту, який виконує студент заочного відділення, визначається по останній цифрі номера залікової книжки: 1, 2 – **варіант 1**; 3, 4 – **варіант 2**; 5, 6 – **варіант 3**; 7, 8 – **варіант 4**; 9, 0 – **варіант 5**.

Вимоги до заліку

До заліку допускаються студенти, які виконали передбачене програмою контрольне завдання та склали усний переклад текстів за фахом. До текстів повинен бути складений словник, яким можна користуватися при перекладі.

Для отримання заліку необхідно

1) виконати контрольне завдання на впізнавання і правильний переклад граматичних форм,

2) знати лексичний мінімум до текстів (30 лексичних одиниць у семестр)

Студенти, які не захистили контрольну роботу, не допускаються до заліку (чи до екзамену) за відповідний навчальний період.

Приклад оформлення контрольної роботи:

Міністерство освіти і науки України
Харківський національний університет
міського господарства імені О. М. Бекетова

Контрольна робота № ... варіант
з дисципліни англійська мова
студента заочної форми навчання курсу
спеціальності
.....
(прізвище, ім'я та по батькові)
шифр залікової книжки

Кафедра іноземних мов
Перевірив

Харків 2017 -2018

Контрольне завдання

Для того, щоб вірно виконати контрольне завдання, необхідно засвоїти наступний граматичний матеріал:

- 1 Просте поширене речення: порядок слів розповідного, спонукального, питального та заперечного речення. Зворот ***there + to be***. Іменник. Множина.
- 2 Числівники: кількісні, порядкові, вживання артикля з числівниками.
- 3 Артиклі та прийменники як показники іменника.
Висловлювання відмінкових відносин у англійській мові за допомогою прийменників та закінчення **'s**.
- 4 Займенники: особові, питальні, вказівні, неозначені та заперечні.
- 5 Часи дієслова:
 - а) активний стан – форми Indefinite (Present, Past, Future), форми Continuous (Present, Past, Future), форми Perfect (Present, Past, Future), форми Perfect Continuous (Present, Past, Future);
 - б) пасивний стан – форми Indefinite (Present, Past, Future) форми Continuous (Present, Past), форми Perfect (Present, Past, Future).Особливості перекладу пасивних конструкцій на рідну мову.
- 6 Модальні дієслова *can, must, may, should, need* та еквівалентні їм конструкції *to be able to, to have to*.
- 7 Прикметник. Ступені порівняння прикметників.
- 8 Умовні речення.
- 9 Головні випадки словотворення: суфікси іменників, прикметників, дієслів, заперечні префікси.

Зразок виконання 1.

Task 1. Make up a) a general question, b) a special question to the italicized part, c) a subject question and d) a tag question to sentences A, B and C.

A	They participate in trade fairs <i>twice a year</i> .
a)	Do they participate in trade fairs twice a year?
b)	How often do they participate in trade fairs?
c)	Who participates in trade fairs twice a year?
d)	They participate in trade fairs twice a year, don't they?

Зразок виконання 2.

Task 2. Write these figures out in full.

17 p	– seventeen pence
1 /10/2015 (American)	– the 10th of January, (twenty fifteen) 2015

Зразок виконання 3.

Task 3. Complete the paragraph using a/an, the and zero article and underline the options.

(1)___ Starbucks Corporation is (2) **an** American coffee company and coffeehouse chain. (3) ***The*** first Starbucks opened in (4)___ Seattle, (5)___ Washington in 1971 by three partners who met while they were (6)___ students at (7) ***the*** University of (8)___ San Francisco.

Зразок виконання 4.

Task 4. Choose the correct answers to complete the sentences.

1 As soon as I ___c___ the report, I'll phone you.

a. finished

b. will finish

c. have finished

Зразок виконання 5.

Task 5. Complete the sentences with the appropriate form of the verbs in brackets. Underline the option and translate the sentences into your native language.

1	I _____ (work) for a French company for almost a year.	
1	I've been <u>working</u> for a French company for almost a year.	Я працюю на французьку компанію майже рік.
	<u>have been working</u> – Present Perfect Continuous	

Зразок виконання 6.

Task 6. Determine the tense form of the predicate and rewrite the sentences in the passive. Translate the sentences with passive forms into your native language.

1	They often <u>reconstruct</u> their business premises. (Present Simple, Active Voice)	
	Their business premises <u>are often reconstructed</u> .	Їх бізнес приміщення часто реконструюють.
2	We <u>are processing</u> your order at the moment. (Present Continuous, Active Voice)	
	Your order <u>is being processed</u> at the moment.	Ваше замовлення зараз на обробці.

Зразок виконання 7.

Task 7. Using hints in brackets, complete the following sentences with modals (*can, must, may, should, need*) or modal constructions (*to be able to, to have to*). Translate the sentences into your native language.

1	You _____ spend money from your department's budget. (<i>prohibition</i>)	
	You <u>can't</u> spend money from your department's budget.	Ви не можете витратити гроші з бюджету вашого відділу.

2 I think they _____ (change) their logo years ago. (<i>criticism</i>)	
2 I think they <u>should have changed</u> their logo years ago.	Я думаю, що вони повинні були змінити свій логотип дуже давно.

Зразок виконання 8.

Task 8. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

1	If you enter the information in the wrong format, the computer doesn't recognize it. (Type 0 Conditionals, general truth)	Якщо ви вносите інформацію не в тому форматі, комп'ютер не розпізнає її.
2	If they find more reliable material, they will change the technological process. (Type 1 Conditionals, real present)	Якщо вони знайдуть надійніший матеріал, вони змінять технологічний процес.
3	If I were you, I would pay more attention on doing some new research to improve the results. (Type 2 Conditionals, unreal present)	На вашому місці, я краще б приділив більше уваги новим дослідженням, щоб покращити результати.
4	If there had not been so many mistakes in the calculations, they would not have cancelled the project. (Type 3 Conditionals, unreal past)	Якщо б не було стільки багато помилок у розрахунках, вони б не скасували проект.

Зразок виконання 9.

Task 9. Fill in the gaps with the derivatives of the words in brackets. Underline the new form of the word. Translate the sentences into your native language.

1 What are the _____ characteristics that are important for job fit? (CULTURE)

1. What are the <u>cultural</u> characteristics that are important for job fit?	Які характеристики культурного рівня важливі для відповідності займаних посад?
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Зразок виконання 10.

Task 12. Find the words in the text that mean the following.

1	a human being as an INDIVIDUAL	person
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Вариант 1

Task 1. Make up a) a general question, b) a special question to the italicized part, c) a subject question and d) a tag question to sentences A, B and C.

- A This work **requires** special *skills*.
B I **have** a real desire *to succeed*.
C Layoffs are usually not random events *in companies*.

Task 2. Write these figures out in full.

- | | |
|--------------|----------------------------------|
| 1 £ 166.4 | 6 early 1770s |
| 2 \$ 57.49 | 7 1/3% |
| 3 100° | 8 8.37 (<i>time, informal</i>) |
| 4 31,000,000 | 9 2008 (<i>year</i>) |
| 5 396th | 10 11 /5/2013 (<i>British</i>) |

Task 3. Complete the paragraph using a/an, the or zero articles and underline the options.

Business ethics is (1)___ behavior that (2)___ business adheres to in its daily dealings with (3)the world. (4)___ ethics of (5)___ particular business can be diverse. They apply not only to how (6)___ business interacts with (7)___ world at large, but also to their one-on-one dealings with (8)___ single customer.

Task 4. Choose the correct answers to complete the sentences.

- 1 He's got a new job so he _____ the firm in September.
a. is leaving b. leaves c. left
- 2 They _____ the right person for the position by the end of the month.
a. hire b. have hired c. will have hired
- 3 Some workers were dismissed after they _____ new equipment.
a. installed b. have c. had installed
- 4 She _____ on business as she can't do everything from the office.
a. go b. will go c. gone
- 5 She usually _____ until late in the evening.
a. doesn't works b. doesn't work c. don't work
- 6 *Express Employment Professionals* _____ local businesses both with full-time and temporary staffing for many years.
a. serviced b. has serviced c. has been servicing

- 7 The companies and other organizations _____ this data while planning the strategies.
 a. will be commonly using b. will commonly use c. will have commonly used
- 8 Company bosses _____ so slow to understand the necessity in the policy changes.
 a. has never been b. have never been c. having never been
- 9 They _____ that choosing the right person was critical.
 a. doesn't know b. don't know c. didn't know
- 10 They dismissed him as he _____ with people at work.
 a. had been constantly arguing b. has been constantly arguing c. have been constantly arguing
- 11 This time in a week he _____ the research for the whole year.
 a. will has been doing b. will have been doing c. will have done
- 12 This time yesterday I _____ to a radio documentary on the history of the Internet.
 a. was listening b. be listening c. will be listening

Task 5. Complete the sentences with the appropriate form of the verbs in brackets. Underline the option and translate the sentences into your native language.

- 1 We _____ (presently/look) for sales professionals who are energetic, dynamic and dedicated.
- 2 When the new manager came in they _____ (smoke) in the office.
- 3 I _____ (drive) to work every day in the company car.
- 4 She _____ (meet) the Production Manager this afternoon.
- 5 His annual salary _____ (be) very high last year.
- 6 They _____ (just/sign) an important contract.
- 7 Recent bad news _____ (badly/damage) the image of the company.
- 8 He _____ (look) for a new job for a long time and then he got a post in Brighton.
- 9 The present company policy means that in future all pay _____ (be) lower.
- 10 The company representatives _____ (have) an intensive Chinese course for six weeks by the time they start practising the language.

Task 6. Determine the tense form of the predicate and rewrite the sentences in the passive. Translate the sentences with passive forms into your native language.

- 1 They **opened** a factory to manufacture new goods last year.
- 2 The company **will have installed** the new software by the end of March.
- 3 The Internet **has provided** great benefits to modern society.
- 4 His secretary usually **books** the flight for him.
- 5 They **are refurbishing** the hotel at the moment.

Task 7. Using hints in brackets, complete the following sentences with modals (*can, must, may, should, need*) or modal constructions (*to be able to, to have to*). Translate the sentences into your native language.

- 1 They _____ use a system of anonymous questionnaires to investigate employee attitude. (*advice*)
- 2 Some countries _____ use their wealth in resources to control and manipulate regions with fewer resources. (*ability*)
- 3 I _____ wear a suit, it is obligatory. (*obligation, someone else has decided*)
- 4 _____ I speak to the supervisor, please? (asking permission)
- 5 You _____ smoke on the premises, as there is a no-smoking policy.
- 6 They _____ be developing a new company's strategy. (*positive logical assumption*)

Task 8. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

- 1 If you worked very hard every day, you _____ (*help*) more experience.
- 2 Had she accepted the offer, she _____ (*be able*) to work in their subsidiary abroad.
- 3 If I were you, I _____ (*never/argue*) with him about the deadlines.
- 4 If they _____ (*offer*) a five-year guarantee, we usually place a substantial order.

Task 9 Fill in the gaps with the derivatives of the words in brackets. Underline the new forms of the words. Translate the sentences into your native language.

- 1 Get the _____ or resources you need to get your job done. (INFORM)
- 2 Every person has a _____ perception of reality. (DIFFER)
- 3 The concept of working nine to five is _____ arbitrary. (TOTAL)
- 4 I think that women are better _____ than men. (COMMUNICATE)
- 5 Consultants offer _____ advice to companies. (PROFESSION)

Task 10. Read the text and give the written translation of the text into your native language.

WORK-LIFE BALANCE

Finding a suitable balance between work and daily living is a challenge that all workers face. In particular, families are the most affected. Some couples would like to have more children, but do not see how they could afford to stop working. Other parents are happy with the number of children in their family, but would like to work more. This is a challenge to governments because if parents cannot achieve their desired work-life balance, not only is their welfare lowered but so is development in the country. If parents have to choose between earning money and looking after their children, the result is that there will be too few babies and too little employment.

People spend one-tenth to one-fifth of their time on unpaid work. The distribution of tasks within the family is still influenced by gender roles: men are more likely to spend more hours in paid work and the percentage of male employees working very long hours is higher compared with that one for women. Women spend longer hours in unpaid domestic work. Fewer hours in paid work for women do not necessarily result in greater leisure time, as time devoted to leisure is roughly the same for men and women across many countries studied. On average men in OECD* countries spend 131 minutes per day doing unpaid work, women spend 279 minutes per day cooking, cleaning or caring. This average difference, approximately 2.5 hours per day, conceals many disparities among countries. For instance Turkish and Mexican women spend between 4.3 and 5 hours more than men working on domestic chores, while the difference is only a little over one hour in the Nordic countries.

An important aspect of work-life balance is the amount of time a person spends at work. Evidence suggests that long work hours may impair personal health, jeopardize safety and increase stress. The more people work, the less time they have to spend on other activities, such as personal care or leisure. The amount and quality of leisure time is important for people's overall well-being, and can bring additional physical and mental health benefits.

*Organisation for Economic Co-operation and Development (OCDE)—is an international economic organisation of 34 countries founded in 1961 to stimulate economic progress and world trade.

Task 11. Answer the questions on the text in writing. Be ready to discuss them.

- 1 Who is the most affected while finding a suitable balance between work and daily living?
- 2 How is paid and unpaid work traditionally distributed between men and women?
- 3 What is the work-life balance correlated with?

Task 12. Find the words in the text that mean the following.

- 1 health, happiness, prosperity, and well-being in general _____
- 2 enjoyable activities that you do when you are not working _____
- 3 a state in which different things occur in equal or proper amounts _____
or have an equal or proper amount of importance _____
- 4 the state or quality of being active _____
- 5 something that is advantageous or good _____

Вариант 2

Task 1. Make up a) a general question, b) a special question to the italicized part, c) a subject question and d) a tag question to sentences A, B and C.

- A** Interviewers sometimes ask candidates *difficult* questions.
B I have a long-term career with *Nike*.
C Sincere answers to questions are important for *interviewers*.

Task 2. Write these figures out in full.

- | | |
|---------------------|---|
| 1 £161.5 | 6 early 1980s |
| 2 \$28.95 | 7 1/2% |
| 3 40° | 8 7.37 (<i>time, informal</i>) |
| 4 25,000,000 | 9 2007 (<i>year</i>) |
| 5 154th | 10 18 /3/2011 (<i>British</i>) |

Task 3. Complete the paragraph using a/an, the or zero articles and underline the options.

Ethical principles are standards of conduct prescribing (1)___ kind of behavior (2)___ ethical person should and should not engage in. (3)___ list of principles incorporate (4)___ characteristics and values that most people associate with (5)___ good character and (6)___ ethical behavior. These principles not only provide a guide to making decisions they also establish (7) ___ criteria by which your decisions will be judged by (8)___ others.

Task 4. Choose the correct answers to complete the sentences.

- 1** They _____ personal information confidentially the whole day long.
a. was handling **b.** handled **c.** were handling
- 2** I _____ Mr Peterson next weekend.
a. see **b.** am seeing **c.** was seeing
- 3** This time tomorrow they _____ the policy of casual Fridays for two months.
a. will have been **b.** will be practising **c.** will practise
practising
- 4** I _____ hard and _____ in the company.
a. work.../ believe... **b.** am work.../ believe... **c.** am working.../ am believing...
- 5** The company _____ to the new pay packages.
a. have already agreed **b.** has already agreed **c.** already agreed

- 6 They _____ work by the planned time.
 a. will have complete b. will have been completed c. have been completed
- 7 The first disaster _____ when the company used misleading advertising.
 a. strike b. strikes c. stroke
- 8 Supervisors _____ 'reasonable' if someone wanted to arrive at work late, or leave early.
 a. have always been b. had always been c. has always been
- 9 The company _____ online application forms for long.
 a. using b. will use c. will be using
- 10 Certainly, I _____ my qualifications after my name on my business card.
 a. will shown b. will had shown c. will have shown
- 11 We _____ new products for the last two months.
 a. were producing b. have been producing c. produced
- 12 A job-seeker _____ the Internet for long before he found a company with the right vacancy.
 a. have been surfing b. has been surfing c. had been surfing

Task 5. Complete the sentences with the appropriate form of the verbs in brackets. Underline the option and translate the sentences into your native language.

- 1 We _____ (wait) for the permission to go abroad with the project for almost a month when finally we received all the documents.
- 2 In large organizations, leaders _____ (usually/spend) no more than four hours a day in their offices.
- 3 The company _____ (be) a great success last year and _____ (decide) not to change its strategy.
- 4 The company _____ (plan) to employ some young managers at the moment.
- 5 Everybody in the department _____ (work) extra hours for the last three months.
- 6 He _____ (make) notes while he is listening to the presentation.
- 7 I _____ (never/be) so stressed at work before.
- 8 Before they closed down the firm, it _____ (lose) money for years.
- 9 I suppose they _____ (change) their mind in the nearest future.
- 10 What _____ (you/discuss) at our next meeting?

Task 6. Determine the tense form of the predicate and rewrite the sentences in the passive. Translate the sentences with passive forms into your native language.

- 1 They **sent** this order to us through our website.

- 2 The company has invested a lot of money in advanced infrastructure.
- 3 The supervisor **will review** the report before it is sent to the manager.
- 4 I usually **highlight** the important figures.
- 5 She **is introducing** the keynote speaker at the moment.

Task 7. Using hints in brackets, complete the following sentences with modals (*can, must, may, should, need*) or modal constructions (*to be able to, to have to*). Translate the sentences into your native language.

- 1 You _____ have taken that job, it was a bad idea. (*criticism*)
- 2 Interviews _____ be held with all staff. (*obligation*)
- 3 She _____ have left the folder in his office. (*positive logical assumption*)
- 4 Countries _____ not have the resources that are important to them, but trade enables them to acquire those resources from places that do. (*possibility*)
- 5 If a manager wants to promote his or her style of management and work with other people they _____ permanently improve their management skills. (*advice*)
- 6 She _____ speak several languages, so she was the best candidate for the position. (*ability in the past*)

Task 8. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

- 1 If they had raised her salary and promised her a promotion, she _____ (*stay*) with the company for years.
- 2 Were I you, I _____ (*ignore*) this opportunity to demonstrate how creative you can be.
- 3 If we invite him as a keynote speaker, the conference _____ (*be*) of great success.
- 4 We can often have a longer lunch break, if we _____ (*not/have*) much work to do.

Task 9. Fill in the gaps with the derivatives of the words in brackets. Underline the new forms of the words. Translate the sentences into your native language.

- 1 Losing your job is one of life's most _____ events. (PAIN)
- 2 I'm _____ for making sure the team works together. (RESPONSE)
- 3 Make sure your _____ has a clear structure. (PRESENT)
- 4 To be a good _____ takes a lot of skill and preparation. (NEGOTIATE)
- 5 People _____ make friends with people similar to themselves. (USUAL)

Task 10. Read the text and give the written translation of the text into your native language.

PHYSICAL WORK VS MENTAL WORK

Physical work is a poor way to make the most of oneself because the tasks are so few and repetitive that there will come a day that one will be fed up with one's work and probably quit. There is another problem. Physical work makes people retire sooner and with less money because physical work pays less and people can only work on such tasks at most until they are 50 years old.

Construction workers spend their day outside, in the hot sun, shoveling, hammering, painting, etc., and do lots of hard, manual work. They are exhausted when they get home, so exhausted, that it's tiring to get off the couch to go get something to eat. Their body aches, they're tired, and they just want to crawl into bed and go to sleep.

On the other hand people can do mental work forever because it is proven that some people in their 80's are as mental sharp as young adult in his 20's. The brain is the perfect tool that works forever without getting tired and without complaining. Mental work tasks or jobs pay several times more and there is no billionaire that made his fortune with physical work, not even the sports people who are paid the most.

Financial analysts spend most of their day at a desk. They run report after report, analyzing all different aspects of a company. They are in and out of meetings all day. They stare at a computer screen and try to figure out why line 10 doesn't match line 13. They rack their brains all day to finish their work for the day. When they leave work, they may have headaches, they're tired, and they are so mentally burnt out they can hardly perform simple math. They just want to crawl into bed and sleep.

Who has the harder job? Is it the construction worker who spends all day doing manual work or is it the financial analyst who spends all day analyzing numbers and other kinds of mental work?

The author used those jobs as an example. The same could be said for waitresses, loggers, janitors, for physical jobs, just as it could be for lawyers, investment bankers, and administrative assistants for mental labour.

Task 11. Answer the questions on the text in writing. Be ready to discuss them.

- 1 What kind of work is a poor way to make the most of oneself?
- 2 What kind of work allows people to make their fortune?
- 3 Whose job is the hardest?

Task 12. Find the words in the text that mean the following.

- 1 any thing, matter, person, etc., that is difficult to deal with, solve, or overcome _____
- 2 something (such as coins or bills) used as a way to pay for goods and services and to pay people for their work _____
- 3 work for which someone is paid _____
- 4 one whose wealth is estimated at a billion or more (as of dollars or pounds) _____
- 5 a device, usually electronic, that processes data according to a set of _____

Вариант 3

Task 1. Make up a) a general question, b) a special question to the italicized part, c) a subject question and d) a tag question to sentences A, B and C.

- A The company offers *a nice working environment*.
B I have a good knowledge of *Excel and Word*.
C Business correspondence is the most challenging part of work for *Steven*.

Task 2. Write these figures out in full.

- | | | | |
|---|------------|----|--------------------------------|
| 1 | £127.5 | 6 | early 1960s |
| 2 | \$26.49 | 7 | 1/5% |
| 3 | 60° | 8 | 5.34 (<i>time, informal</i>) |
| 4 | 12,000,000 | 9 | 2011 (<i>year</i>) |
| 5 | 228th | 10 | 11 /4/2013 (<i>British</i>) |

Task 3. Complete the paragraph using a/an, the or zero articles and underline the options.

Good business ethics should be (1)___ part of every business. There are many factors to consider. When (2)___ company does (3)___ business with another that is considered unethical, does this make (4)___ first company unethical by association? Some people would say yes, (5)___ first business has (6)___ responsibility and it is now (7)___ link in (8)___ chain of unethical businesses.

Task 4. Choose the correct answers to complete the sentences.

- 1 Poor corporate performance _____ so clear.
a. never have been b. has never been c. never was
- 2 I _____ the meeting tomorrow afternoon.
a. am attending b. attend c. attended
- 3 He _____ work with the company twenty-five years ago.
a. start b. was started c. started
- 4 The average white-collar worker at the company _____ an average of 190 messages by the time the conference starts.
a. will have sent and received b. will have send and receive c. sends and receives
- 5 I'm a businessman and I _____ all over the country for the period of my career.
a. will travel b. will have travelled c. will have been

- traveling
- 6 The managers _____ staff all day to use new machines and then they started to work.
a. had been persuading b. has been persuading c. have been persuading
- 7 I _____ responsible for a team of five software developers.
a. am b. am being c. be
- 8 There is no doubt in my mind. We _____ (succeed).
a. will be succeeded b. will succeed c. succeed
- 9 The office had a problem after the amount of paperwork _____.
a. have increased b. had increased c. has increased
- 10 The supervisor _____ the process for the next two weeks.
a. controlled b. will control c. will be controlling
- 11 They _____ the process by the time the company benefits from the prices.
a. will have been b. will control c. controlled
controlling
- 12 The deadline to output the lot of products _____ behind schedule and the boss repeatedly threatened to fire the Production Manager by the end of the year.
a. were getting b. was getting c. is getting

Task 5. Complete the sentences with the appropriate form of the verbs in brackets. Underline the option and translate the sentences into your native language.

- 1 Our personnel _____ (regularly/attend) intensive language courses.
- 2 I _____ (work) in Germany on a fixed-term contract for almost seven years.
- 3 The multinational company BT, British Telecommunications PLC, _____ (offer) a wide variety of high quality products and services last year.
- 4 Ryan _____ (design) many gadgets before he got higher salary.
- 5 They are very reliable. I think they _____ (deliver) the goods next week.
- 6 We _____ (process) your order at the moment.
- 7 Don't worry. I _____ (already/confirm) the reservation.
- 8 They _____ (still/interviewing) candidates when the manager hired some people who were passionate about the job.
- 9 _____ (ever/conduct) a market research?
- 10 She _____ (already/finish) a business course, when she was offered a job in a well-known company,

Task 6. Determine the tense form of the predicate and rewrite the sentences in the passive. Translate the sentences with passive forms into your native language.

- 1 They showed up long-term plans at the last Board meeting.
- 2 They will arrange the meeting next week to discuss the necessity of redundancy.
- 3 We manufacture more than 30,000 new computers every day at our plant in China.
- 4 Jane had booked the flight when the manager postpone the visit.
- 5 She is explaining the reasons for making the changes in advertising procedure.

Task 7. Using hints in brackets, complete the following sentences with modals (*can, must, may, should, need*) or modal constructions (*to be able to, to have to*). Translate the sentences into your native language.

- 1 Each job interview _____ be 45 minutes in length due to the tight schedule. (*advice*)
- 2 Everything which happens naturally on earth are natural resources that is minerals, land, water, soil, wind that _____ be used in many ways by human being. (*ability*)
- 3 You _____ have registered. I had registered you online. (*it wasn't necessary for you to do it, but you did*)
- 4 The survey _____ be carried out by external consultants. (*obligation*)
- 5 I've heard she found the job she had been dreaming about. She _____ be delighted. (*positive assumptions*)
- 6 They _____ find the way to facilitate the process of delivery. (*possibility*)

Task 8. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

- 1 If you were able to change your company policy, what _____ (*you/change*)?
- 2 If they had asked me, I _____ (*rearrange*) yesterday's meeting in for later the week?
- 3 The order is still not ready. What _____ (*you/tell*) them if they phone?
- 4 If we _____ (*be*) late for work, we usually inform our direct manager.

Task 9. Fill in the gaps with the derivatives of the words in brackets. Underline the new forms of the words. Translate the sentences into your native language.

- 1 Competence is the ability of an individual to do a job _____. (PROPER)
- 2 If you work in a team, you must be _____. (SUPPORT)
- 3 There are many ways to run a _____ company. (SUCCESS)
- 4 Employers have a duty of care to all their _____. (EMPLOY)
- 5 Many skills of a person are _____ to a new job. (TRANSFER)

Task 10. Read the text and give the written translation of the text into your native language.

DREAM JOB VS JOB TO PAY THE BILLS

It's not unusual to hear that over 70% of people are dissatisfied with their jobs and that over a third of people are either looking for another job or just going through the motions. It's also not unusual for many people to feel bad because instead of stepping into their dream job, they have unfortunately taken a job that pays the bills and puts food in their mouths. But what if that's okay? It's something to consider when you think about whether we work to live or live to work. Working to live means that we take a job that allows us to enjoy life.

The hours aren't too bad and the pay is pretty good, and as far as the work goes, we can tolerate it. But the point is that this job pays enough so that we can make a living. And after we tolerate an eight-hour day, we go home and have fun. We put some money away for retirement and spend the rest of the check at the local mall. But living to work is an entirely different thing altogether.

This is what a person may be doing if they are currently working their dream job. Let's say for instance that a person is an actress. She probably went through a lot to get that job. Days spent on foot traveling to auditions, while taking advantage of her single status finally lands her on the set of a film. Who knows how little or how much she is getting paid for this first onscreen job. Who knows how much debt it took.

It could take the budding actress years of work before she becomes successful. And when she finally does make it, who knows what she'll have to do to maintain her star status. She might have to work 12-hour days. She might have to work weekends. She may even have to postpone parenting. An actress is an example of a person who lives to work. And what kind of life is that? There are some things to consider when deciding if you should work to live or live to work.

Many dream jobs involve a lot of work to get to the place of fulfillment with little to no rewards along the way. Just ask an actor or a writer and you'll learn that it takes a lot to make it and many people don't end up 'making it.' However, some do, so the option to try or not to try is still a reasonable one.

Task 11. Answer the questions on the text in writing. Be ready to discuss them.

- 1 How many people are not satisfied with their jobs?
- 2 What does working to live mean?
- 3 What job is opposite to a dream job?

Task 12. Find the words in the text that mean the following.

- 1 a series of images, ideas, emotions, and sensations occurring involuntarily in the mind during certain stages of sleep _____
- 2 the characteristic state or condition of a living organism _____
- 3 the place (such as a house or apartment) where a person lives _____
- 4 the act of ending one's working or professional career _____
- 5 human beings making up a group or assembly or linked by a common _____

interest

Вариант 4

Task 1. Make up a) a general question, b) a special question to the italicized part, c) a subject question and d) a tag question to sentences A, B and C.

- A Some people use *their home* as an office.
B These companies have *new enterprise schemes*.
C He is in a conference hall with *the representatives of other companies*.

Task 2. Write these figures out in full.

- | | | | |
|---|------------|----|--------------------------------|
| 1 | £143.57 | 6 | early 1880s |
| 2 | \$65.24 | 7 | 1/4% |
| 3 | 80° | 8 | 6.26 (<i>time, informal</i>) |
| 4 | 22,000,000 | 9 | 2010 (<i>year</i>) |
| 5 | 364th | 10 | 12 /5/2012 (<i>British</i>) |

Task 3. Complete the paragraph using a/an, the or zero articles and underline the options.

(1)___ company with strong ethical foundation will know how to respect its customers and maintain (2)___ good relations. This type of general behaviour in (3)___ organisation evolves into (4)___ work culture. Employees start realising (5)___ depth of ethical values of (6)___ organisation and get inspired to follow (7)___ culture. Being respectful and honest with customers helps build (8)___ strong bond between employees and customers.

Task 4. Choose the correct answers to complete the sentences.

- 1 Certainly, they _____ a new contract with the suppliers.
a. negotiating b. will negotiating c. will negotiate
- 2 All day yesterday I _____ a nine-to-five job.
a. was done b. was doing c. did
- 3 We _____ five people to interview and we continue to choose the suitable ones.
a. have already chosen b. has already chosen c. already chose
- 4 We _____ to Paris next week to sign a contract.
a. are flying b. were flying c. will flying

- 5 When at school I _____ medical profession to help people.
a. chosen b. choose c. chose
- 6 At this time tomorrow I _____ an agreement for a shorter working week.
a. will negotiate b. will be negotiating c. will have been negotiating
- 7 This time next week I _____ at the company for exactly five years.
a. will have been working b. will be working c. will work
- 8 She _____ to the director of human resources.
a. reporting b. report c. reports
- 9 Since they introduced the new equipment the sales _____ by £80,000.
a. has gone up b. had gone up c. have gone up
- 10 I _____ an agreement for a shorter working week by 2 o'clock tomorrow.
a. will have negotiated b. will negotiate c. negotiate
- 11 They _____ hard that day so they weren't very tired.
a. haven't been working b. hasn't been working c. hadn't been working
- 12 We _____ your working time, and we are still doing it.
a. have been controlling b. has been controlling c. had been controlling

Task 5. Complete the sentences with the appropriate form of the verbs in brackets. Underline the option and translate the sentences into your native language.

- 1 The company _____ (spend) a large part of its annual revenue on the creation, improvement and testing of products.
- 2 I suppose, the prizes _____ (help) us to attract the best designers in the future.
- 3 They _____ (already/examine) the ways to attract foreign investors.
- 4 Experts _____ (now/suggest) new possibilities to improve the company policy.
- 5 The head of recruitment _____ (examine) the background of an applicant when the phone rang.
- 6 Unemployment figures _____ (drop) by about 2% every year for the last four years.
- 7 He _____ (work) in the Personnel Department of a large multinational company for almost five years.
- 8 Many small local businesses _____ (shut down) by the end of the year.
- 9 The committee usually _____ (announce) the decision the day after the meeting.
- 10 Our manager _____ (come) back tomorrow morning.

Task 6. Determine the tense form of the predicate and rewrite the sentences in the passive. Translate the sentences with passive forms into your native language.

- 1 Nowadays we are implementing a new accounting system.
- 2 The UK subsidiary was not profitable, they lost a lot of customers.
- 3 We will send you a replacement enquiry.
- 4 They had delivered the product when Board changed the decision
- 5 She always collects information about our financial performance.

Task 7. Using hints in brackets, complete the following sentences with modals (*can, must, may, should, need*) or modal constructions (*to be able to, to have to*). Translate the sentences into your native language.

- 1 They fixed the car and then they _____ drive to the office. (*managed*)
- 2 She _____ speak French very well. She's only lived in Paris for a few weeks. (*lack of ability*)
- 3 This new system of quality control _____ work. (*possibility*)
- 4 A few days before the interview you _____ test the computer, camera and any software that you've been asked to use. (*advice*)
- 5 We are not sure of the figures at the moment. You _____ have checked everything beforehand. (*criticism*)
- 6 You _____ enter that part of the building, if you don't have a pass. (*prohibition*)

Task 8. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

- 1 If a manager _____ (*want*) to promote his or her style of management and work with other people, they should permanently improve their management skills.
- 2 We could have exported more products then if the exchange rate _____ (*be*) better.
- 3 If they _____ (*send*) me to our head office in France for a year, it will be a wonderful chance to improve my language.
- 4 Most analysts and investors tend to focus on return on equity if they _____ (*measure*) a company performance.

Task 9. Fill in the gaps with the derivatives of the words in brackets. Underline the new forms of the words. Translate the sentences into your native language.

- 1 I like the team work and the sense of _____. (ACHIEVE)
- 2 If there's no clear _____ for your product, there's no business. (CUSTOM)
- 3 An _____ job advert sells the position and the business. (EFFECT)
- 4 Each workplace offers a _____ environment in which to do work. (SAFETY)

5 My new job is _____ the best career move. (DEFINITE)

Task 10. Read the text and give the written translation of the text into your native language.

THE ROLE of PERSONALITY in ORGANIZATIONAL BEHAVIOR

Personality plays a key role in organizational behavior because the way that people think, feel, and behave affects many aspects of the workplace. People's personalities influence their behavior in groups, their attitudes, and the way they make decisions. Interpersonal skills hugely affect the way that people act and react to things during work. In the workplace, personality also affects such things as motivation, leadership, performance, and conflict. The more the managers understand how a personality in organizational behavior works, the better equipped they are to be effective and accomplish their goals.

People have many different views of the world that affect their personalities. When a situation arises, an individual will handle it based upon his or her personal values, beliefs, and personality traits. These traits are developed throughout a person's lifetime and cannot be easily changed, so it is more helpful for managers to attempt to understand this rather than to fight it.

Traits such as openness, emotional stability, and agreeableness all predict that an individual will have less conflict, work better in teams, and have positive attitudes about his or her work. People with this type of personality should be placed in situations where they would be working with or leading others. Those who do not have these traits will have less motivation and be more negative when they are placed in these same situations.

Positive interpersonal skills is a personality trait that greatly affects the workplace. Individuals who exhibit this trait generally enjoy working with other people, and they have the empathy and sensitivity that enables them to get along well with others. People with this trait are often placed in roles where they work with customers, manage employees, or mediate problems.

Decision-making and independence are greatly affected by personality. Personality traits such as self-efficacy, conscientiousness, and pro-activity contribute to good decision-making under pressure and independence, while traits such as neuroticism and not being open do not. Managers can place individuals with these traits in appropriate positions to do their best work.

Placing individuals with certain characteristics in jobs that best suit them raises their levels of motivation. It also affects their overall job performance because they are happier on a daily basis. This affects the overall productivity of the workplace because more is getting accomplished due to better attitudes and happier employees.

Task 11. Answer the questions on the text in writing. Be ready to discuss them.

- 1 What influences people's behavior in groups, their attitudes, and the way they make decisions?
- 2 What affects people's personalities?
- 3 What raises people's levels of motivation and affects their overall job

performance?

Task 12. Find the words in the text that mean the following.

- 1 the office, factory, etc., where people work _____
- 2 the manner of conducting oneself _____
- 3 special ability in a task, sport, etc., especially ability
acquired by training _____
- 4 something that you are trying to do or achieve _____
- 5 a quality that makes one person or thing different from
another _____

Вариант 5

Task 1. Make up a) a general question, b) a special question to the italicized part, c) a subject question and d) a tag question to sentences A, B and C.

- A I enjoy *friendly environment* in this company.
B We have a responsibility to *our shareholders and to our depositors*.
C "Reading blogs" is *a welcome addition* to traditional media.

Task 2. Write these figures out in full.

- | | |
|--------------|----------------------------------|
| 1 £112.6 | 6 early 1980s |
| 2 \$33.44 | 7 1/6% |
| 3 30° | 8 8.46 (<i>time, informal</i>) |
| 4 54,000,000 | 9 2013 (<i>year</i>) |
| 5 169th | 10 10 /3/2012 (<i>British</i>) |

Task 3. Complete the paragraph using a/an, the or zero articles and underline the options.

(1)___ Ethical behaviour is merely making (2)___ good business decisions based on (3)___ established "code of ethics". Entrepreneurs should establish (4)___ written code of ethics that can serve as (5)___ framework for decisions to be made by (6)___ entrepreneur as well as (7)___ employees.

Task 4. Choose the correct answers to complete the sentences.

- 1 There _____ many selection methods that the company used to recruit people.
a. was b. were c. being
- 2 The candidate believes the selection process _____ long.
a. won't last b. won't lasting c. not last

- 3 The head of recruitment says they _____ a lot of requests for the job.
a. receiving b. receives c. have received
- 4 They _____ at the life stories of the people asking for a job.
a. will definitely be b. definitely be looking c. will definitely looking
- 5 This year we _____ our sales conference in Poland.
a. are hold b. hold c. are holding
- 6 By the end of the next week he _____ the job that matches his skills and career goals for exactly 10 years.
a. have been having b. will have been having c. will have be having
- 7 That manager _____ fear as a management technique when he _____ directions to the employees.
a. was using/was giving b. was used/was given c. using/giving
- 8 He _____ satisfaction with the results of work all day long.
a. was feeling b. has been feeling c. felt
- 9 John _____ two job offers when he walked into another interview.
a. have already refused b. has already refused c. had already refused
- 10 He _____ different jobs for a number of years until he decided to start his own business.
a. had been b. has been c. have been experiencing
- 11 They _____ their best executive for a new position by the end of the month.
a. will promote b. will have promoted c. have promoted
- 12 My job _____ a lot of planning and negotiating.
a. involving b. is involved c. involves

Task 5. Complete the sentences with the appropriate form of the verbs in brackets. Underline the option and translate the sentences into your native language.

- 1 We _____ (usually/recruit) from within the company.
- 2 They _____ (constantly/improve) the way they run their business.
- 3 I suppose the company _____ (achieve) record sales this year.
- 4 The company _____ (start) operating ten years ago.
- 5 Since the beginning of the century, the company _____ (know) that it must continually trade in order to survive.
- 6 At this time yesterday the boss _____ (meet) the website manager while a new assistant _____ (learn) how to use the company's website.

- 7 What _____ (you/do) when the accident in the shop occurred?
- 8 She _____ (have) a lot of responsibilities as a personnel manager.
- 9 According to the latest survey published last week there _____ (be) a shortage of skilled workers.
- 10 We invited the most interesting candidates to a group discussion after we _____ (receive) a lot of requests for a job.

Task 6. Determine the tense form of the predicate and rewrite the sentences in the passive. Translate the sentences with passive forms into your native language.

- 1 They **didn't offer** a long enough guarantee.
- 2 Right now they **are introducing** a new scheme of staff training.
- 3 They **have already invited** the sales representatives from all the regions to attend the meeting.
- 4 I suppose they **will use** eBay to sell their product if they lose their permanent customer.
- 5 She **had** already **sent** all the documents when the manager decided to make some corrections.

Task 7. Using hints in brackets, complete the following sentences with modals (*can, must, may, should, need*) or modal constructions (*to be able to, to have to*). Translate the sentences into your native language.

- 1 _____ you tell me your name and position, please? (*request*)
- 2 As with any interview you _____ research the company and prepare answers to some of the most common interview questions. (*advice*)
- 3 Countries _____ not have the resources that are important to them, but trade enables them to acquire those resources from places that do. (*possibility*)
- 4 After giving a warning you _____ allow the employee time to improve their behaviour. (*obligation*)
- 5 They _____ find an experienced specialist who developed a new system. (*managed*)
- 6 You _____ work extra time, I have already prepared all the data. (*it isn't necessary*)

Task 8. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

- 1 If a company _____ (*want*) to be more successful, it should train its employees, as it helps them learn specific knowledge or skills to improve performance in their current roles.
- 2 I _____ (*find*) out more about the position you were offered, if I were you.
- 3 Had they read their advertisement then, they _____ (*consult*) them about this new equipment.
- 4 They won't believe in the success of this project if you _____ (*not make*) a

proper presentation.

Task 9. Fill in the gaps with the derivatives of the words in brackets. Underline the new forms of the words. Translate the sentences into your native language.

- 1 An _____ form makes it easier to compare candidates. (APPLY)
- 2 We guarantee the observance of _____ ethics. (PROFESSION)
- 3 The team _____ ensures good relationships within the team. (LEAD)
- 4 I'm very much involved with the _____ work of the agency. (PRODUCE)
- 5 Some businesses have _____ any permanent staff. (HARD)

Task 10. Read the text and give the written translation of the text into your native language.

WORK AT HOME JOBS

Are there real work at home jobs? Yes, there are some, but they are not nearly as plentiful as one would think considering the amount of interest there is in working from home. Finding work at home employment isn't easy. Despite all the online advertising one sees, there aren't that many legitimate work at home jobs. In fact, there are more than real work from home opportunities.

Job seekers who are interested in home employment need to spend a good deal of time searching for legitimate opportunities, as well as a significant amount of time weeding through scams.

Many people who work from home started out working in an office, but were able to arrange with their employer to work some or all of time at home.

There are companies that hire employees directly to work from their homes. Some of the positions for work at home jobs are those which cover a territory, for an insurance company or a consumer products firm, for example. Thus the employees for work at home jobs spend some time on the road and some time in one's home office. There are also customer service, recruiting, sales, scheduling, technical, writing, and telemarketing jobs available. In many cases, the jobs are part-time, commission-based, or pay a lump sum for a completed project.

In other cases, one can work as a home based agent where a person is an employee of the company who works from a home office, providing customer service to client companies. Virtual assistants provide administrative, secretarial, and clerical support, as well as creative and/or technical services for clients.

Full-time jobs that provide health insurance, a pension, vacation, and other benefits while one works full-time from home, especially if one doesn't have experience, are few and far between. Finding them online is a little like looking for a needle in a haystack.

Flexibility is one key to successfully working from home. If one is willing to consider freelance or contract employment or willing to combine a couple of part-time positions, one will have a greater chance of success in finding opportunities that

are legitimate. It's also critically important to take the time to search for positions and to thoroughly research those that sound viable.

Task 11. Answer the questions on the text in writing. Be ready to discuss them.

- 1 What two problems dealing with work at home jobs are mentioned in the text?
- 2 What jobs are available for the employees for work at home jobs?
- 3 Why flexibility is important for those who work from home?

Task 12. Find the words in the text that mean the following.

- 1 a person who works for another in return for financial or other compensation _____
- 2 the thing that is measured as seconds, minutes, hours, days, years, etc. _____
- 3 a room or set of rooms in which business, professional duties, clerical work, etc., are carried out _____
- 4 a period of time devoted to pleasure, rest, or relaxation, especially one with pay granted to an employee _____
- 5 an opportunity to do something _____

APPENDIX 1

GENERAL CLASSIFICATION OF THE PARTS OF SPEECH IN ENGLISH

1	the noun	– іменник	– существительное
2	the adjective	– прикметник	– прилагательное
3	the pronoun	– займенник	– местоимение
4	the numeral	– числівник	– числительное
5	the verb	– дієслово	– глагол
6	the adverb	– прислівник	– наречие
7	the modal verbs	– модальні дієслова	– модальные глаголы
8	the interjection	– вигук	– междометие
9	the conjunction	– сполучник	– союз
10	the particle	– частка	– частица
11	the article	– артикль	– артикль
12	the preposition	– прийменник	– предлог
13	the participle	– дієприкметник	– причастие
14	the possessive pronoun	– присвійний займенник	– притяжательное местоимение
15	ing-form	– дієприслівник	– деепричастие
16	the gerund	– герундій	– герундий

The principal parts of the sentence:

The subject	- підмет	- подлежащее
The predicate	- присудок	- сказуемое

The secondary parts of the sentence:

The object	- додаток	- дополнение
The attribute	- визначення	- определение
The adverbial	- обставина	-
l modifier		обстоятельство

APPENDIX 2

Irregular Verbs

There are about 180 irregular verbs. Some are very unusual. Here are the most useful.

First	Second	Third	First	Second	Third
-------	--------	-------	-------	--------	-------

form	form	form	form	form	form
<i>All forms the same</i>			<i>Second and third forms the same</i>		
cost	cost	cost	bend	bent	bent
cu	cut	cut	build	built	built
hit	hit	hit	feel	felt	felt
hurt	hurt	hurt	keep	kept	kept
let	let	let	leave	left	left
put	put	put	light	lit	lit (lighted)
set	set	set	lend	lent	lent
shut	shut	shut	mean	meant	meant
split	split	split	meet	met	met
<i>Similar sound group</i>			send	sent	sent
beat	beat	beaten	shoot	shot	shot
bit	bit	bitten	sleep	slept	slept
eat	ate	eaten	spend	spent	spent
fall	fell	fallen	spoil	spoilt	spoilt
forget	forgot	forgotten	get	got	got
forgive	forgave	forgiven	lose	lost	lost
give	gave	given	sat	sat	sat
hide	hid	hidden			
shake	shook	shaken	bring	brought	brought
take	took	taken	buy	bought	bought
tear	tore	torn	fight	fought	fought
wear	wore	worn	think	thought	thought
			catch	caught	caught
blow	blew	blown	teach	taught	taught
flow	flew	flown			
know	knew	known	feed	fed	fed
throw	threw	thrown	find	found	found
grow	grew	grown	have	had	had
draw	drew	drawn	hear	heard	heard
			hold	held	held
begin	began	begun	make	made	made
drink	drank	drunk	pay	paid	paid
ring	rang	rung	read	read	read
sing	sang	sung	say	said	said
shrink	shrank	shrunk	sell	sold	sold
			stand	stood	stood
freeze	froze	frozen	understand	understood	understood

speak	spoke	spoken	tell	told	told
steal	stole	stolen	stick	stuck	stuck
break	broke	broken	win	won	won
wake	woke	woken	shine	shone	shone
choose	chose	chosen	<i>All forms different</i>		
drive	drove	driven	be	was/were	been
write	wrote	written	become	became	become
ride	rode	ridden	come	came	come
			do	did	done
			go	went	gone
			run	ran	run
			see	saw	seen
			show	shown	shown
			spill	spilled	spilt

Confusing Verbs

lay	laid	laid	laying - to put sth in a particular position
lie	lay	lain	laying - to be or put yourself in a flat position
lie	lied	lied	lying - to say sth that you know is not true

APPENDIX 3

Word formation using, prefixes and suffixes

The tables below show you how new meanings and new parts of speech can be created using prefixes and suffixes.

Noun formation

Noun Beginnings (Prefixes)	Meaning	Examples
<i>anti -</i>	used to prevent something	antifreeze, antiseptic
<i>bio-</i>	relating to life and living things	biology, biochemistry
<i>co-</i>	with or together	co-worker, co-author
<i>eco-</i>	relating to the environment	ecology, ecosystem
<i>ex-</i>	former, in the past	ex-husband, ex-girlfriend
<i>inter-</i>	between or among	intersection, interference
<i>mid-</i>	middle	midday, midnight, midweek
<i>mis-</i>	bad or wrong	misspelling, mismanagement

non-	not	non-smoker, nonsense
over-	too much	overgrowth, overpopulation
psycho-	relating to the mind	psychology, psychotherapy
self-	of or by yourself	self-confidence, self-control
semi-	half	semi-circle, semi-detached
sub-	1. under	submarine, subconscious, subway
	2. less important or smaller	subcommittee, subsection
Noun Endings (Suffixes)	Meaning	Examples
-ability, -ibility	when sth is possible (makes nouns from adjectives)	reliability, flexibility, responsibility
-al	used to say that sb/sth does sth or sth happens (makes nouns from verbs)	arrival, refusal, denial nouns
-an -ian	a particular person, place or subject (makes nouns from names)	American, Christian, historian
-ation	when sb does sth or sth happens (makes nouns from verbs)	creation, confirmation, hesitation, exploration
-ator	sb or sth that does or makes something (makes nouns from verbs)	creator, generator, administrator, investigator
-cy	used in the names of qualities	fluency, accuracy, decency
-er, -or, -ar, -r	1. a person who does an activity 2. a person who lives in a place	footballer, actor, liar Londoner. New Zealander
	3. a thing that does sth	heater, cooler, computer
-ful	the amount that a container holds	spoonful, cupful, handful
-ist	1. sb who supports a particular set of ideas or beliefs	idealist, communist, leftist, environmentalist
	2. sb who plays a particular musical instrument	violinist, pianist, cellist, guitarist

	3. sb who does a particular activity or type of work	novelist, journalist, geologist, motorist, cyclist
-ity -ty	used in the names of qualities or types of behaviour (makes nouns from adjectives)	stupidity, brutality, cruelty, beauty, anxiety
-let	a small kind of a particular thing	piglet, booklet
-ment	1. an activity or way of doing sth	development, entertainment
	2. a particular quality (makes nouns from verbs)	embarrassment, amusement, contentment
-ness	used in the names of qualities (makes nouns from adjectives)	happiness, goodness, loudness, quietness
-ology	the science or study of sth	psychology, sociology, biology
-ship	1. a situation between people or organizations	friendship, partnership, relationship
	2. skill or ability to do sth well	craftsmanship, musicianship
-ware	used in the names of particular kinds of goods	hardware, software, glassware, silverware
-y	used in the names of feelings	jealousy, sympathy

Adjective Formation

Adjective beginnings (Prefixes)	Meaning	Example
anti-	1. opposed to 2. opposite to	antinuclear anticlockwise
cross-	going across or between	cross-country, cross-cultural
dis-	not	discontented, disapproving
eco-	relating to the environment	ecofriendly
extra-	beyond or outside, or not included in something	extracurricular, extramarital, extraordinary
in-	not	inexact, incorrect

im- <i>before b, m, p</i>	not	impossible, imprecise
il- <i>before l</i>	not	illegal, illegible
ir- <i>before r</i>	not	irregular, irresponsible
inter-	between or among	international, interpersonal
multi-	having many of something	multinational, multimedia
non-	not	nonstop, non-smoking
over-	1. too much	overexcited, overemotional
	2. across or above	overland, overseas, overhead
post-	after or later than	postwar, postgraduate
pre-	before or earlier than	pre-existing, prehistoric
trans-	across or on the other side of	transatlantic
ultra-	1. very, extremely sth	ultramodern
	2. beyond	ultrasonic
un-	not	uncomfortable, unhappy

Adjective endings (Suffixes)	Meaning	Example
-able -ible	1. able to be (broken, drunk, washed etc.)	break <u>able</u> , drinkable, washable
	2. having a particular quality (makes adjectives from verbs)	reasonable, responsible
-al -ial	relating to something	political, ceremonial, facial
-an	relating to a particular person	American, Christian, civilian
-ian	place or subject	reptilian
-ed	1. having a particular thing	bearded, armed
	2. having a particular quality	big-headed, bored
-en	made of something	wooden, golden, silken
-er	makes the comparative of short adjectives	hotter, cooler, nearer, bigger, safer
-est	makes the superlative of short adjectives	hottest, coolest, nearest, biggest
-ish	1. relating to a country, its language or its people	British, Spanish, Swedish
	2. like or typical of	childish, impish, boyish

	3. quite or slightly	smallish, greenish
	4. approximately, about	sixish, fortyish
-ive	used to say that sb or sth does or is able to do sth (makes adjectives from verbs)	creative, communicative, cooperative, supportive
-less	without	hopeless, childless, painless
-like	like or typical of (makes adjectives from nouns)	childlike, lifelike, godlike
-ly	1. behaving in a way that is typical of a particular kind of person	friendly, motherly, fatherly
	2. happening regularly	hourly, weekly, monthly topmost
- most	makes the superlative of some adjectives	topmost, northernmost, uppermost
-ous	having a particular quality	dangerous, spacious, envious
-th	makes adjectives from numbers (apart from numbers which end in 1, 2, 3)	sixth, hundredth, ninth, fortieth
-y	covered in sth or having a lot of sth, or having a particular quality	dirty, dusty, cloudy, rainy, noisy, windy, smelly, greedy

Verb Formation

Verb beginnings (Prefixes)	Meaning	Examples
de-	to remove or reduce sth	decaffeinate, devalue
dis-	1. to not do sth	disagree, disapprove, disobey
	2. to remove sth	disconnect, disinfect
mis-	to do sth badly or wrongly	misunderstand, misinterpret
re-	to make or do sth again	rethink, remake, redo, reinvent
trans-	1. to change sth completely	translate, transform
	2. to move sth to a new place	transfer, transport
un-	to remove or unfasten sth	undress, unlock, untie

Verb endings (Suffixes)	Meaning	Examples
-en	to become or make sth become	darken, soften, lighten
ize, -ise (BrE) ize (AmE)	to become or make sth become	popularize, legalize, modernize, harmonize
-ify	to give sth a particular quality	solidify, simplify, purify

Adverb Formation

Because most adverbs are formed from adjectives, they can take the same beginnings as adjectives.

Adverb endings (Suffixes)	Meaning	Examples
-er, -r	makes the comparative of adverbs	later, sooner, farther
-est, -st	makes the superlative of adverbs	latest, soonest, farthest
-ly	1. in a particular way (makes adverbs from adjectives)	carefully, slowly, easily, fully, freely, impatiently, hourly, daily, weekly
	2. happening regularly (makes adverbs from nouns)	
ward, -wards	in a particular direction	northward(s), backward(s)

Note that there are a small number of adverbs which do not have the same meaning as the adjectives they were formed from. You should look these up in the dictionary and learn them:

awfully	lately	terribly	hardly
barely	shortly	scarcely	

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